



DEPARTMENT OF HEALTH AND HUMAN SERVICES

NAVAJO REGION INDIAN HEALTH SERVICE



Re-Advertised: To solicit for additional applicants.
Those who previously applied need not re-apply.

THIS POSITION IS LOCATED IN A TOBACCO-FREE ENVIRONMENT 

VACANCY ANNOUNCEMENT

FD-08-DH-69-A

OPENING DATE

September 25, 2008

CLOSING DATE

October 23, 2008

POSITION

Supervisory Clinical Nurse

LOCATION AND DUTY STATION

Fort Defiance Indian Hospital
Division of Nursing Services
ICU Nursing Services Branch
Fort Defiance, Arizona

GRADE/SALARY

GS-0610-11: \$64,198 - \$78,643 per annum*

*SPECIAL SALARY RATE UNDER 5 USC 5303

NUMBER OF VACANCIES

ONE (1) Vacancy, PCN: 153803

APPOINTMENT

- ☒ PERMANENT
☐ TEMPORARY NTE: _____

WORK SCHEDULE

- ☒ FULL-TIME
☐ PART-TIME
☐ INTERMITTENT

AREA OF CONSIDERATION

- ☐ COMMUTING AREA
☐ NAVAJO AREA WIDE
☐ IHS WIDE
☒ DHHS WIDE

SUPERVISORY/MANAGERIAL

- ☒ YES, MAY REQUIRE ONE YEAR PROBATION
☐ NO

PROMOTIONAL POTENTIAL

- ☐ YES, TO GRADE: _____
☒ NO KNOWN POTENTIAL

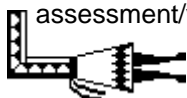
HOUSING

- ☒ GOVERNMENT HOUSING MAYBE AVAILABLE
☐ PRIVATE HOUSING ONLY

TRAVEL/MOVING

- ☒ MAYBE PAID FOR ELIGIBLE EMPLOYEE
☐ NO EXPENSES PAID

DUTIES: Directs client care by planning, organizing, directing and reviewing work required to provide quality safe comprehensive nursing care. Assigns and directs tasks to staff in an efficient, equitable, and appropriate manner considering skill/knowledge and staff mix. Provides information, instruction, and training in tasks and job techniques. Provides direction through the Performance Appraisal System, daily reviews, chart reviews, incidents reports, direct observation, and surveys. Assures compliance with the hospital wide Performance Improvement/Quality Assurance Program, JCAHO, HCFA, and Navajo Area Program requirements and identifies opportunities for client care and client process improvements. Develops PI Team to address opportunities for improvement in client care. Responsible for review and revision of policies and procedures related to the function of the unit, and provides in-services to staff. Participates in the development and implementation of Standards of Care/Age specific care by utilizing PI/QA, infection control, safety, and Risk Management as appropriate measures for monitoring and evaluating the client care. Directs and coordinates an interdisciplinary approach for the continuity of client care from admission to discharge or transfer. Provide direct client care and support as needed. Identifies need for and requests supplies and equipment for direct and non-direct client care. Assists unit with emergent nursing care and situations. Is trained to other units and assists as needed or directed. Plans and adjusts work schedules and operations to meet established objectives, priorities, deadlines and Standards of Care. Assesses and directs work assignments to improve workflow and nursing care. Promotes health care, and clients education to adjust to unanticipated demands and emergencies. Plans for adequate staffing on a 24-hour basis. Certifies duty time of unit personnel. Coordinates general orientation and ongoing staff training needs in collaboration with the Nurse Education and/or Director of Nursing. Designs, implements and evaluates Unit Specific orientation and competency assessment/validation for new and current nursing staff. Assures staff compliance with annual mandatory in-services.



Refers staff with identified training needs to appropriate resources. Provides opportunities for staff development, client and family teaching plans, and Health Promotions and Disease Prevention activities. Coordinates infection control and safety activities with the Infection Control/Safety Officer. Assists nursing staff with action plans to resolve infection control and safety issues. Participates with the Safety and Infection Control Hospital committees, and disseminates information from the meeting to unit staff in a timely manner. Prepares and submits appropriate reports to the Director of Nursing.

QUALIFICATION REQUIREMENTS: Your description of work experience, level of responsibility, and accomplishments will be used to determine that you meet the following requirements.

POSITIVE EDUCATION REQUIRED: YES

LICENSURE REQUIRED: YES

BASIC QUALIFICATIONS: *Education:* Degree or diploma from a professional nursing program approved by the legally designated State accrediting agency at the time the program was completed by the applicant.

Candidates must have 52 weeks of specialized experience equivalent to at least the GS-09 grade level to qualify for the GS-11 grade level.

SPECIALIZED EXPERIENCE: Experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level. Qualifying specialized experience includes professional nursing care work

SUBSTITUTION OF EDUCATION FOR EXPERIENCE: **OFFICIAL TRANSCRIPTS MUST BE RECEIVED BY THE CLOSING DATE OF THIS ANNOUNCEMENT TO RECEIVE CREDIT FOR EDUCATION.** Graduate-level education must have been in nursing with a concentration in a field of nursing (e.g., teaching, a clinical specialty, research, administration, etc.) or in a closely related non-nursing field directly applicable to the requirements of the position to be filled.

SELECTIVE PLACEMENT FACTOR: *Registration:* Applicants must have active, current registration as a professional nurse in a State, District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States. Please submit a copy with your application.

TIME-IN-GRADE REQUIREMENTS: GS-11 – Candidates applying under the provisions of the Merit Promotion Plan must have completed 52 weeks of specialized experience at the GS-09 level to qualify for the GS-11 grade level.

CONDITIONS OF EMPLOYMENT: **IMMUNIZATION REQUIREMENT** – All persons born after December 31, 1956 must provide proof of immunity to Rubella and Measles. Serology testing to confirm immunity and/or immunization will be provided free of charge. Special consideration may be allowed to individuals who are allergic to a component of a vaccine, have a history of severe reaction to a vaccine, or who are currently pregnant. This applies to candidates for positions in any Service Unit or any Area Office position that requires regular work at a Service Unit.

REASONABLE ACCOMMODATION: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

LEGAL AND REGULATORY REQUIREMENTS: Candidates must meet time-after-competitive appointment, time-in-grade, and qualification requirements by the closing date of the vacancy announcement.

NOTE: Refer to OPM Handbook Qualification Standards, Series **GS-0610** for complete information. Substitution of education for experience will be made in accordance with those standards. For more complete information contact your Servicing Personnel Office. In order to obtain educational credit, you are required to provide college transcripts by the closing date of this announcement.

WHO MAY APPLY: Applications will be accepted from NON-STATUS applicants (those individuals who have never held a career or career-conditional appointment in the Federal Service) and will be evaluated under competitive OPM regulation procedures.

Applications will also be accepted from individuals eligible for non-competitive appointment (e.g., applicants eligible for appointment under the Veterans Readjustment Act, the severely handicapped, those with a 30% or more compensable service-connected disability).

Status applicants may apply for a position under both the MPP and non-status application procedures. In this case, they must file two applications for dual consideration.

COMMISSIONED OFFICERS: Commissioned Officers may indicate an interest in being considered by submitting a resume. Commissioned Corps applicants will be evaluated by the Human Resources Office against the applicable Preston standard or the civil service standard, if no Preston standard exists. These applicants must describe the experience gained in their two most recent positions and provide the dates they occupied those positions.

In addition, Commissioned Corps applicants must also provide information regarding education including degrees obtained and schools attended and they must include home/work telephone numbers if this information is not contained in the resumes. When required by the vacancy announcement, these applicants must provide specific information related to any knowledge, skills and abilities which are being used as selective factors. Commissioned Corps applicants may also be required to submit proof of Indian Preference and proof of possession of the appropriate license.

INFORMATION FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION. If you are currently a DHHS employee who has received a Reduction In Force (RIF) separation notice or a certificate of expected separation, you may be entitled to receive special priority consideration under the DHHS Career Transition Assistance Program (CTAP). To receive this priority consideration, you must:

1. Be a current DHHS career or career-conditional (tenure group I or II) or be a current IHS excepted appointment (with no time limit) tenure group II excepted/competitive service employee who has received a RIF separation notice or a Certificate of Excepted Separation (CES) and the date of the RIF separation has not passed and you still on the rolls of DHHS. You must submit a copy of the RIF separation notice or CES along with your application package.
2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have greater promotion potential than the position from which you were separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
4. Be currently employed by DHHS in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Meets the basic qualifications for the position, any documented selective factor, physical requirements with any reasonable accommodations and are able to satisfactorily perform the duties of the position without undue interruption.

INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP). If you are a displaced Federal employee, you may be entitled to receive special priority consideration under the ICTAP. To receive this priority consideration, you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from OPM or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered employees.
 - A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:
 1. Received a specific RIF separation notice; or
 2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies it is unable to place; or
 3. Retired with a disability and whose disability annuity has been or is being terminated; or
 4. Upon receipt of a Reduction-in-Force (RIF) separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in lieu of RIF"; or
 5. Retired under the discontinued service retirement option; or
 6. Was separated because he/she declined a transfer of function or directed reassignment to another commuting area; OR
 - B. Former Military Reserve or National Guard Technician who is receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337(h) or 8456 of Title 5 United States Code.
2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have greater promotion potential than the position from which you were separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).

6. Be rated well qualified by achieving a score of 80 on a rating scale of 70 to 100 for the position including documented selective factors, quality ranking factor, physical requirements with reasonable accommodations and is able to satisfactorily perform the duties of the position upon entry.

EVALUATION CRITERIA: Evaluation will be made of experience, performance appraisal, training, letters of commendation, self development, awards and outside activities that are related to the position. To receive full credit for your qualifications, provide a narrative statement that fully describes all aspects of your background as they relate to the knowledge, skills, and abilities (KSA's) outlined below and show the level of accomplishment and degree of responsibility.

The KSA's in your narrative statement will be the principle basis for whether or not you are highly qualified for the position. Describe your qualifications in each of the following (See attached Supplemental Questionnaire for definitions):

1. Ability to supervise and review the work of others.
2. Knowledge of the full range of professional nursing principles, practices and procedures.
3. Ability to meet and deal effectively with a variety of individuals and groups.
4. Ability to plan, organize and set priorities.
5. Ability to gather, interpret and monitor a variety of information.
6. Ability to work independently and/or work under pressure.
7. Ability to teach.
8. Ability to communicate orally.
9. Ability to communicate in writing.

NOTE: The Declaration for Federal Employment (OF-306), AND the IHS Addendum to the OF-306 must both be completed and submitted with your original signature to determine your suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of all the information in your application. Responding "Yes" to any one of the two questions on the Addendum can make you ineligible for employment in this position. ***If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed.***

This position is designated as a Child Care Position under Public Law 101-630 and Public Law 101-647.

HOW & WHERE TO APPLY: All applicants must submit one of the following to the Fort Defiance Indian Hospital, Human Resources Branch, P.O. Box 649, Fort Defiance, Arizona 86504, **by close of business, 5:00 p.m. MDT, on the closing date of this announcement.**

1. OF-612, Optional Application for Federal Employment; OR
2. *Resume; or OR
3. *Any other written application format; PLUS Official Transcript of college courses; copy of your most recent performance appraisal and any other necessary documentation pertinent to the position being filled.

***INFORMATION REQUIRED FOR RESUMES AND OTHER APPLICATION FORMATS:** Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the personnel office to make a determination that you have the required qualifications for the position. SPECIFICALLY, THE INFORMATION PROVIDED UNDER #8 (HIGH SCHOOL), #9 (COLLEGES AND UNIVERSITIES), AND #10 (WORK EXPERIENCE) WILL BE USED TO EVALUATE YOUR QUALIFICATIONS FOR THIS POSITION. FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION.

1. Announcement Number, Title and Grade of the job for which you are applying.
2. Full Name, Mailing Address (with zip code) and Day and Evening Phone Numbers (with area codes);
3. Social Security Number;
4. Country of Citizenship;
5. Veteran's Preference Certificate – DD-214, indicating Discharge and/or SF-15 – if claiming 10-points. Veteran's Preference is not applicable to current DHHS permanent employees, Federal employees with competitive status, or reinstatement eligibles;
6. Copy of latest SF-50, Notification of Personnel Action, if current or prior employee;
7. Highest Federal civilian grade held (give series and dates held);
8. High school – Name, City, State (zip code if known), and date of Diploma or GED;

9. Colleges and Universities – Name, City, State (zip code if known), Majors, Type and Year of any Degrees received (if no Degree shows Total semester or Quarter Hours earned). (Attach Transcripts);
10. Work Experience (paid and nonpaid) – Job, title, duties and accomplishments, Employer's Name and Address, Supervisor's Name and phone number, starting and ending dates (month/year), hours/week, and salary.
11. Indicate if we may contact your current Supervisor.
12. Job-related Training courses, Skills, Certificates, Registrations and Licenses (current only), Honors, Awards, Special Accomplishments.

NOTE: Applicants who do not submit the information requested above will be given credit only for the information they provide and may not, therefore, receive full credit for their Veteran's Preference determination, Education, Training and/or Experience.

THIS OFFICE WILL NOT SOLICIT ADDITIONAL INFORMATION

APPLICATIONS RECEIVED BY FAX, E-MAIL OR ELECTRONIC RESUMES WILL NOT BE CONSIDERED.

APPLICATIONS MAILED USING GOVERNMENT POSTAGE OR THROUGH AN INTERNAL GOVERNMENT MAIL SYSTEM WILL NOT BE CONSIDERED.

ADDITIONAL SELECTIONS: Additional or alternate selections may be made within 90 days of the date of the certificate issued if the position becomes vacant or to fill an identical additional position in the same geographic location.

INDIAN PREFERENCE: Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act. In other than the above, the IHS is an Equal Opportunity Employer.

VETERANS: Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years of more of continuous active service may apply.

SELECTIVE SERVICE CERTIFICATION: If you are a male born after December 31, 1959, and you want to be employed by the Federal Government, you must (subject to certain exemptions) be registered with the Selective Service System.

EQUAL EMPLOYMENT OPPORTUNITY: SELECTION FOR POSITIONS WILL BE BASED SOLELY ON MERIT WITH NO DISCRIMINATION FOR NON-MERIT REASONS SUCH AS RACE, COLOR RELIGION, GENDER, SEXUAL ORIENTATION, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, PHYSICAL HANDICAP, AGE OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION. PROMOTION OR APPOINTMENTS WILL NOT BE BASED ON PERSONAL RELATIONSHIP OR OTHER TYPES OF PERSONAL FAVORITISM OR PATRONAGE.

FOR MORE INFORMATION CONTACT: Larrisa T. Emerson, Human Resources Specialist by telephone: (928)729-8256 or by e-mail: larrisa.emerson@ihs.gov

/s/ Larrisa T. Emerson

September 24, 2008

HUMAN RESOURCES CLEARANCE

DATE

EACH APPLICATION FORM AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER FD-08-DH-69-A. ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORMS MUST BE DUPLICATED BY THE APPLICANT BEFORE SUBMISSION AS WE DO NOT HONOR REQUESTS FOR COPIES. COMPLETED FORMS WHEN SUBMITTED BECOMES THE PROPERTY OF THIS HUMAN RESOURCES OFFICE AND WILL NOT BE RETURNED.

SUPPLEMENTAL QUESTIONNAIRE

Supervisory Clinical Nurse

1. ABILITY TO SUPERVISE AND REVIEW THE WORK OF OTHERS. This includes the ability to make work assignments based upon changing priorities to a wide variety of employees and to evaluate the work of subordinates, counsel employees, recommend employees for selection and promotion, awards, discipline, formal training, leave, resolve complaints and provide on-the-job training. What in your background indicates you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

2. KNOWLEDGE OF THE FULL RANGE OF PROFESSIONAL NURSING PRINCIPLES, PRACTICES AND PROCEDURES. This is the knowledge of nursing principles, theories gained in training and the skill to apply and implement in the work situation. This includes the application of procedures and the skill to set defined areas of practice for the nursing staff. This also includes the knowledge to plan and provide nursing intervention for individuals and recognize and initiate emergency nursing/medical interventions. What in your background indicates you possess this knowledge?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

3. ABILITY TO MEET AND DEAL EFFECTIVELY WITH A VARIETY OF INDIVIDUALS AND GROUPS. This includes the ability to establish positive interpersonal relations by exercising tact, diplomacy, and mature judgment with a variety of individuals and groups, including superiors, peers, and subordinates within the organization, and with individuals outside the organization with whom the individual must deal. What in your background indicates you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

4. ABILITY TO PLAN, ORGANIZE AND SET PRIORITIES. The person in this position should have the ability to effectively anticipate individual and office workload demands to establish the manner available resources will be utilized and to set schedules and priorities. This also includes the ability to work on many projects simultaneously and to work within short time frames. What in your background indicates you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

5. ABILITY TO GATHER, INTERPRET AND MONITOR A VARIETY OF INFORMATION. This is the ability to research, extract, understand, and correctly interpret a variety of information sources such as Federal and Departmental regulations, rules, policies, correspondence and nursing standards. What in your background indicates you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

6. ABILITY TO WORK INDEPENDENTLY AND/OR WORK UNDER PRESSURE. The person in this position should have the ability to work effectively under pressure of time and produce timely work products. The person in this position must be able to work with frequent interruptions and still meet deadlines. What in your background indicates you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

7. ABILITY TO TEACH. This is the ability to read and comprehend material to be taught and to be able to convey information to subordinate, peers, superiors, patients and family members about what is to be done and how. What in your background indicates you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

8. ABILITY TO COMMUNICATE ORALLY. This is the ability to work effectively to express oneself to a variety of individuals and groups. This includes the ability to make oral presentations and provide explanations and advice to individuals on a one-to-one basis. Expectation to make presentations to community groups and clinic staff. What in your background indicates you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

9. ABILITY TO COMMUNICATE IN WRITING. This is the ability to express oneself in writing in a clear, concise manner, appropriate to the intended audience for a variety of purpose such as correspondence, instructions, reports, etc. What in your background indicates you possess this knowledge?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

CERTIFICATION

I **certify** that all of the statements made in the above questionnaire are true, complete, and correct to the best of my knowledge and belief and are made in good faith.

Signature of Applicant

Date